



HOLMES

COMMUNITY COLLEGE

YOUR EDUCATION. YOUR WAY.

DISTRICT BULLETIN
GOODMAN • RIDGELAND • GRENADA
2012-2013

AMENDMENT III to HOLMES COMMUNITY COLLEGE BULLETIN 2012-2013

The contact for non-discrimination compliance on the inside front cover of the bulletin has been changed as follows:

Compliance Officer, 662-472-9429

Written inquires may be emailed to compliance@holmescc.edu

OR sent to:

Compliance Officer

Holmes Community College

412 West Ridgeland Avenue

Ridgeland, MS 39157

Page 46. Transfer Students (Effective Spring 2013)

Transfer Students paragraph is changed as follows:

TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from any regionally accredited institution attended or submit any documentation accepted for a First-Time Freshman. A student who is on disciplinary probation or suspension at another institution must petition the Chief Student Services Officer for the respective campus for a special hearing and must meet the same academic achievement requirements as native students.

Page 57. Transfer Credits

Transfer Credits paragraph is changed as follows:

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation agency) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor's degree.

Transfer work is evaluated when an official transcript is received by the Holmes Community College Articulation Office.

To meet the graduation requirements for an associate degree, transfer students must have a cumulative grade point average of 2.00 ("C" average) on all hours attempted as well as a "C" average on work attempted at Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

CREDIT FOR NON-CLASSROOM EXPERIENCES

(Includes AP, CLEP, Correspondence Courses, Military Service)

Holmes Community College (HCC) will accept credit earned through regionally accredited national examination programs (AP credit and CLEP), correspondence courses, and military service subject to the following requirements and limitations:

1. Credit is awarded only in areas which fall within the regular curricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student’s current educational goals.
2. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and VP for Academic Programs. This credit cannot duplicate either credit already awarded or remaining courses planned for the student’s academic program.
3. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is the same as for Transfer Credits. The student will not receive a letter grade or quality points, and the credit will not be used to compute a student’s quality point average.

ADVANCED PLACEMENT PROGRAM (AP)

Credit awarded ranges from 3 to 8 semester hours per test.

Students should contact the Vice President for Academic Programs, Goodman Campus, for further information. A student must earn academic or technical credit from this institution before credit earned through AP exams will be recorded on the permanent record.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit awarded ranges from 3 to 6 semester hours per test.

Only “lecture” courses will be accepted - courses described in the HCC Bulletin as having a laboratory or clinical will not be accepted. Prior to registering for a CLEP exam, the student must contact the District Coordinator of Student Services, Goodman Campus. For further information, a student should contact the Vice President for Academic Programs, Goodman Campus. A student should check with his or her senior college before relying on transfer credit from a CLEP score.

CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities and colleges. Only “lecture” courses will be accepted - courses described in the HCC bulletin as having a laboratory or clinical will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the Vice-President for Academic Programs or the Vice-President for Career-Technical Education, Goodman Campus.

MILITARY SERVICE/TESTS

HCC will award credit for military experience toward a degree or certificate according to the American Council on Education recommendations. Students with military experience who wish to apply this credit toward an HCC degree or certificate should request an official evaluation by the Vice President for Academic Programs on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance. This includes credit for Defense Activity for Non-Traditional Education Support (DANTES) tests. Credit is awarded only in areas offered within the current curriculum of the institution.

Page 77. Student Grievance/Complaint Procedure

The Student Grievance/Complaint Procedure has been changed as follows:

STUDENT GRIEVANCE/COMPLAINT PROCEDURE

Any student who has a grievance or complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college should take the following steps:

Step 1. Discuss the problem immediately with the faculty member, staff member, or administrator involved since direct communication between the two parties involved will usually resolve the problem.

Step 2. If the student is not satisfied with the resolution after following Step #1, he/she may then contact the supervisor or administrator directly responsible for the personnel in #1 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.

Step 3. If the student wishes to appeal the decision of the supervisor or administrator, he/she may then contact the supervisor or administrator directly responsible for the personnel in #2 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.

Once the student has met with the appropriate administrator, his/her remaining recourse to resolve the issue is to initiate the Appeals Procedure below.

Appeals Procedure*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors). A written response will be given within seven (7) school days.
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal in writing to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

4. No adverse action will be taken against a student for filing a grievance complaint and/or appeal.

*Please note the following:

- # Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- # The student may be suspended from activities during the appeals process.
- # The President's decision will be final.

I certify the above amendment to be true and correct in content and in policy.



Dr. Fran Cox, Vice President for Academic Programs

September 27, 2012_____
Date